

**CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING MINUTES**

**Wednesday December 14, 2022 7:00PM**

**Centerville Township Hall; public may participate via Zoom**

**PRESENT:** James Schwantes, Katrina Pleva, Dan Hubbell, Ron Schaub, Elizabeth Chiles absent

**GUESTS:** 5: Patricia Conklin, Darlene Doorlag, Tim Johnson, Kama Ross, Patricia Soutas-Little

1. **Call to Order/Pledge of Allegiance:** Supervisor Schwantes called the meeting to order at 7:00 PM.
2. **Review Agenda/Additions /Public Comment /Approve Agenda**
  1. **Public comment:** none
  2. **Agenda** – Pleva requested that the agenda be amended to add item 4.5 to the Treasurer’s Report—contract to collect summer school taxes.  
**MOTION:** Schwantes moved to approve the agenda with the noted addition; seconded by Hubbell. Motion carried. Yeas: 4 Nays: 0
3. **Previous Meeting Minutes**
  1. **November 9, 2022 Regular Meeting--**
    - Correction: Planning Commission section 10.1 - correct spelling of Becke & Reader to Beckett & Raeder**MOTION:** Pleva moved to accept **November 9, 2022 minutes** as amended; seconded by Schaub. Motion carried. Yeas: 3 Nays: 0 Abstained: 1 (Hubbell)
4. **Township Financial Update**
  1. **Treasurer’s Report** –Pleva reported that she received a check today for land use permits following a cease and desist letter that Tim Cypher sent to the applicant. With regard to the flyer that was included with tax bills, KCI neglected to charge a set-up fee. Pleva discovered this error and contacted the company. The fee was waived by KCI due to the error on their part. The flyer will only cost \$61.17. Tax revenue is coming in well.  
**MOTION:** Schwantes moved to accept the Treasurer’s report as presented; seconded by Schaub. Motion carried. Yeas: 4 Nays: 0
  2. **Balance Sheet** – The township ended November with a \$91,000 unassigned balance. The unassigned balance policy target for this report is \$36,000, so we are over 2.5x that.
  3. **Budget amendment for ZBA costs and changes in Planning and Zoning Administration**  
**MOTION:** Schwantes moved that the Centerville Board of Trustees amend the FY 22-23 Township Budget as follows: 1) increase ZBA Legal Fees by \$7,500 to \$10,500 due to Northgate appeal costs to a budget line total of \$12,150.00, 2) decrease Zoning Administrator Contracted Services by \$800.00 to \$11,200 and Miscellaneous by \$1,500.00 to \$0 due to reduced duties to a budget line total of \$11,200.00, and 3) increase Planning Legal Fees and Professional by \$2,300.00 due to hiring a planner to a budget line total of \$9,550.00. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0  
Following these amendments, the budget is \$441.00 favorable.
  4. **Reconciliation for November 2022 will be done at January 2023 meeting**
  5. **Northwest Education Services** – Pleva collects taxes for Northwest Education Services which falls within Leland Public Schools. The Agreement for Collection of Summer School Property Taxes was presented for signature. Schwantes, Pleva and Chiles are required to sign the contract.  
**MOTION:** Pleva moved to approve the collection of summer school property taxes for Northwest Education Services for the 2023 tax season in conjunction with the collection of Leland Public Schools tax. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0
5. **Invoices--Review and authorize payments**  
**MOTION:** Schwantes moved to accept invoices and pay as presented; seconded by Hubbell.

Motion carried. Yeas: 4 Nays: 0

6. **Clerk Report**—none

7. **Supervisor's Report**—Schwantes spoke to Ray Pleva regarding Solon Township's desire to close down the recycling station. Ray has been working to evaluate a piece of property west of the post office for a possible recycling station. He would like assistance in getting Solon Township to postpone closing the recycling station until final arrangements can be made to use another property for this purpose. All Centerville Township Board members agreed that it makes sense to have the recycling station in Cedar and if Solon Township will keep the recycling station operating from month-to-month until next summer. The new recycling station would be owned and managed by the County.

Schwantes reported that he spoke to Craig Brown regarding a schedule for road repair. Brown was going to put Ski View on the schedule next year for chip sealing but Manor Green is beyond this process. After Christmas, he will get an engineering estimate for Amore Road and the subs. For budget planning purposes. Schwantes will write letters to the two subs regarding the work.

8. **Board of Review –**

**1. Report on meeting December 13**—A poverty exemption and a veteran's exemption were both approved.

**2. Nominees for 2023 thru 2024 BOR:** Regular members: Ray Kuhn, John Rose, Patsy Conklin, alternate: Neil Dziedzic

**MOTION:** Schwantes moved that the Centerville Board of Trustees appoint Ray Kuhn, John Rose, and Patricia Conklin as regular members and Neil Dziedzic as an alternate member of the Board of Review, each for a term of two (2) years beginning on January 1, 2023 and ending on December 31, 2024.

Seconded by Pleva. Motion carried. Yeas: 4 Nays: 0

9. **Zoning Administrator's Report**—

**1. Lake Shore Drive**—Schwantes and Cypher had a telephone conference with the township attorney on December 8<sup>th</sup>. He authorized her to file a Motion to Compel Discovery and a Motion for Summary Disposition. A settlement conference is scheduled for January 31, 2023. Hubbell recommended the Board pass a motion authorizing Schwantes to represent the Board in the Settlement Conference. Schwantes will consult the township attorney about this. According to the township attorney the judge may act on the Motion for Summary Disposition prior to January 31 Hubbell commented on why this might be so.

**2. Ski View**—Schwantes looked at the property and the structure has not been torn down. The ZA reported to Schwantes that the owner was still dealing with insurance issues.

**3. Amended contract for changes in administrative duties**— Schwantes completed discussion regarding contract changes. He will no longer perform work related to the Planning Commission, otherwise the contract is essentially the same as what has been approved in the past.

**MOTION:** Pleva moved that the Centerville Board of Trustees approve the attached amended agreement with Cypher Group, Inc to provide Zoning Administrator services from this date until March 31, 2024 at a cost of \$800.00 per month. This agreement reduces duties as regards the Planning Commission. Seconded by Hubbell. Motion carried. Yeas: 4 Nays: 0

10. **Planning Commission**

1. **Chairperson's annual report**— Per township policy the chair reported on the past year's activities and the goals for the upcoming year. The Board and the chair discussed the Northgate site plan, short term rentals, and what might need updating in the township ordinance. Some administrative changes may be needed and may require a moratorium to allow time for them to be accomplished. The chair's written report is attached.

2. **Consider Jamie Damm for reappointment to PC**

**MOTION:** Schwantes moved that the Centerville Board of Trustees re-appoint Jamie Damm to the Planning Commission for a term of three (3) years beginning on January 1, 2023 and ending on December 31, 2025. Seconded by Schaub. Motion carried. Yeas: 4 Nays: 0

3. **Consider Chris Grobbel as the planner to assist the Planning Commission**

The retainer charged by Dr. Grobbel is a credit towards what we owe him for services rendered. He will not

be required to attend all PC meetings; attendance will be on as as-needed basis. Pleva inquired about Dr. Grobbel carrying his own insurance. Schwantes stated that he is being hired as a company and not as an individual. This will be investigated and a rider will be attached to the signed contract, if necessary.

**MOTION:** Schwantes moved that at the recommendation of the Planning Commission the Centerville Board of Trustees approve the attached agreement with Grobbel Environmental & Planning Services to provide services to the Planning Commission at the rate of \$75.00 per hour not to exceed \$2500.00 annually including a \$500.00 initial retainer. This agreement is at-will and may be terminated at any time according to the terms of the agreement. Seconded by Hubbell. Motion carried. Yeas: 4 Nays: 0

**4. Next regular meeting:** Monday, February 6, 2023 at 6:30 PM

11. **Zoning Board of Appeals**—Schwantes reported that a meeting was held on December 7, 2022. The ZBA held an initial discussion of the PC decision. Approximately 24 citizens were in attendance; several members from the public spoke. Township lawyers will draft a motion reflecting the discussion for the ZBA to consider for a final decision at the second meeting.

**1. Northgate Appeal 2<sup>nd</sup> meeting** December 20 at 6PM at the hall

**2. Consider Dave Borton for reappointment to ZBA**

**MOTION:** Schwantes moved that the Centerville Board of Trustees re-appoint Dave Borton as a member of the Zoning Board of Appeals a term of three (3) years beginning on January 1, 2023 and ending on December 31, 2025. Seconded by Pleva. Motion carried. Yeas: 4 Nays: 0

12. **Cedar Area Fire and Rescue (CAFR) Board**

**1. Board member report**—Schaub reported that Vice Chair Rick Royston resigned and a replacement has been named. Things are going well. There was a minor issue working with a union contractor but this will not cost anything. The roof is leaking and must be repaired before it gets worse. CAFR is within budget. There are now three paramedics in total. Two individuals have completed training and one has passed the exam; the other individual has yet to complete the test. CAFR is switching to ALS next year so new hires are being sought. There is a Supervisor's meeting on January 18, 2023 to discuss the next agreement.

**2. Station roof replacement** - Schwantes distributed the specs for the roof.

**MOTION:** Schaub moved that the Centerville Board of Trustees authorize repairing the Fire Station roof at 50% of the costs, Solon Township contributing the other 50%, not to exceed \$32,500, which will be drawn from the Assigned Fire Department Back Up Fund which currently has a balance of \$97,715.00. Seconded by Schwantes. Motion carried. Yeas: 4 Nays: 0

**3. Next regular meeting:** Thursday, January 5, 2023 at 2:00 PM

13. **Board – Unfinished business**

**1. Hall remodel** – Schwantes hopes to have an estimate from Mike Lanham for the January meeting.

14. **Board New business—**

**1. FY 23-24 Budget**— Schwantes provided a preliminary draft budget. The Board reviewed the numbers. Schwantes also noted that there are some expenses in the current Quick Books report that don't conform to the current budget. He will discuss these with the Clerk. This upcoming FY will require about \$20,000 of general revenues to fund the Fire Department budget.

**2. Recognize Patricia Soutas-Little for her service as our County Commissioner** – Schwantes thanked Soutas-Little for her hard work and dedication over the years. He noted that she was the only Commissioner who has attended nearly every Board of Trustees meeting and who has asked the Board's opinion about important matters. He thanked her for carrying back the Board's comments to the County. She has been instrumental to our residents in improving broadband, establishing early childhood services, reforming driveway requirements to name just a few of her accomplishments. Although she will be missed, Schwantes looks forward to working with Kama Ross who is an excellent replacement.

15. **County Commissioner Report** – Soutas-Little stated that it has been an honor to work with the Centerville Township Board and indicated that we are in good hands with Kama Ross. She reported on broadband, administrative issues at the county, and recycling and other issues. Her written report will be uploaded to the website when received.

**Upcoming Township Meetings:**

**1. Next regular Board of Trustees Meeting:** Wednesday, January 11, 2023 at 7:00 PM

16. **Public Comment**—Ms. Doorlag asked Ms. Soutas-Little what is happening with Sugar Loaf. She replied that she does not know but that her guess is that this will be a housing development as the airport is being retained.

Ms. Doorlag also inquired why the County Commissioner report is at the end of the agenda when their time is so valuable. Ms. Soutas-Little replied that this is not a problem as it allows the County Commissioner to hear the discussion throughout the meeting.

**17. Motion to Adjourn 8:56 PM**

Respectfully submitted,

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

# 2022 Planning Commission Annual Report to the Township Board

The Planning Commission (PC) met 10 times in 2022. Some or all of the focus of 7 of those meetings was the Leelanau Pines Northgate Site Plan Review Application.

## 2022 Overview:

- Met on the first Monday of the month at 6:30 pm. Membership same as 2021.
- All of the meetings were held in person.
- 8 meetings at the Township Hall, 2 at the Leland School Performing Arts Center.
- Officers were elected in February and all members were sworn in by the Supervisor: Johnson Chair, Kellogg Vice-Chair, Damm Secretary. The Supervisor then reviewed the annual continuing education requirements and solicited input. Our 2022 goals (see below) and a budget were finalized as well in February.
- The PC discussed the need for short term rental regulations (STRs). While the PC's consensus is that there is a need to regulate STRs, the State of Michigan (SoM) legislature has been considering Bills in the House and Senate to usurp all municipalities ability to regulate STRs. The Bill has passed the House and is being considered in the Senate. The PC put a hold on any research or action until the SoM Senate acts. No action in 2022 as the session ended this week. Given the Democratic majority in both houses, passage of the bill in 2023 seems less likely?
- In May the PC heard from French Valley Vineyards with a request to revise our Winery, Meadery and Cidery ordinance to include micro-breweries as they would like to produce beer for on-site sales to customers who don't enjoy wine, cider or mead.
- In June the PC completed a revision to the Wineries, Meaderies Cideries and Micro-Breweries zoning ordinance and held a public hearing on the proposed revision. No negative feedback was heard at the PH. The County PC reviewed the proposed revision at their June meeting and had minor suggestions (some of which we incorporated), but no opposition to the proposed changes.
- In June also heard from Yarrow Brown of Housing North regarding support for affordable and workforce housing in the region. The PC agreed in principle to assist however possible.
- August, September and October meetings focused solely on the Northgate/LPC SPR.
- With the ZA relinquishing his planning duties, the PC reviewed three candidate's qualifications for the Planning Consultant, prioritizing Dr. Grobbel.
- In December the PC and the Planning Consultant began an update of the Zoning Ordinance, based in large part (but not solely) on lessons learned from the recent SPR process. With only 3 days' notice, Dr. Grobbel attended the PC meeting and presented 18 pages of proposed updates to the ZO for the PC's consideration. The PC will review the suggestions and discuss at the next meeting. Dr. Grobbel will also provide additional housekeeping updates to the ZO at the next meeting.
- Next (first) meeting in 2023 will be February 6<sup>th</sup>.

## Goals for 2022

- Monitor the need for Short Term Rental Regulation
- Review the adequacy of current noise regulations
- Inventory Special Uses (wineries, resorts, campgrounds, event venues, etc.)
- Define and inventory sensitive or important land areas in the Township
- Support workforce housing (invite housing experts to discuss with PC)
- Stay informed of potential development at Sugarloaf as it affects the properties and citizens of Centerville Township
- Avoid Litigation